

## Factor Evaluation System Position Description Worksheet

This worksheet provides the format and suggested patterns for preparing a FES Position Description.

### **A. MAJOR DUTIES**

*Suggested pattern:*

- Develops \_\_\_\_\_  
\_\_\_\_\_
- Analyzes \_\_\_\_\_  
\_\_\_\_\_
- Performs other duties as assigned.

Note: A position description generally contains 6-10 major duty statements.

### **B. FACTORS**

#### 1. Knowledge Required by the Position

*Suggested pattern:*

- Knowledge of \_\_\_\_\_ to do \_\_\_\_\_  
(what) (what)
- Knowledge of \_\_\_\_\_ to do \_\_\_\_\_
- Knowledge of \_\_\_\_\_ to do \_\_\_\_\_
- Skill in \_\_\_\_\_ to do \_\_\_\_\_

## 2. Supervisory Controls

*Suggested pattern:*

- Work is assigned by \_\_\_\_\_  
\_\_\_\_\_  
(who)
- The employee is responsible for \_\_\_\_\_  
\_\_\_\_\_  
(what)
- Completed work is reviewed by \_\_\_\_\_  
\_\_\_\_\_  
(how)

## 3. Guidelines

*Suggested pattern:*

Various guidelines are used in the work, such as,

- Uses \_\_\_\_\_ to \_\_\_\_\_  
(guideline) (how guide is used)
- Uses \_\_\_\_\_ to \_\_\_\_\_  
(guideline) (how guide is used)
- Uses \_\_\_\_\_ to \_\_\_\_\_  
(guideline) (how guide is used)
- Uses \_\_\_\_\_ to \_\_\_\_\_  
(guideline) (how guide is used)

4. Complexity

*Suggested pattern:*

- The nature and variety of the work involves \_\_\_\_\_  
\_\_\_\_\_
- In making decisions, the incumbent considers \_\_\_\_\_  
\_\_\_\_\_
- Actions or recommendations typically include \_\_\_\_\_  
\_\_\_\_\_

5. Scope and Effect

*Suggested pattern:*

- The primary purpose of the work is \_\_\_\_\_  
\_\_\_\_\_  
(do what)
- The work results impacts on \_\_\_\_\_  
\_\_\_\_\_  
(who/what)

6. Personal Contacts

*Suggested pattern:*

- The regular contacts made by the incumbent include \_\_\_\_\_  
\_\_\_\_\_, \_\_\_\_\_  
\_\_\_\_\_, \_\_\_\_\_

7. Purpose of Contacts

*Suggested pattern:*

- The contacts made by the incumbent are for the purpose of \_\_\_\_\_  
\_\_\_\_\_

8. Physical Demands

*Suggested pattern:*

- The work \_\_\_\_\_  
(Examples: is sedentary, requires bending and lifting materials, involves climbing ladders, etc.)

9. Work Environment

*Suggested pattern:*

- The work is usually performed in \_\_\_\_\_  
(Examples: an office setting, research test facility, etc)